

PROPERTY MAINTENANCE WORKER I*Class Definition*

Under supervision, performs semi-skilled facility maintenance and repair work.

Distinguishing Characteristics

Property Maintenance Worker I is the entry level class in the Property Maintenance Worker series. Incumbents are assigned, with progressive difficulty, the full range of property maintenance and repair tasks. Work is initially monitored closely and incumbents receive on-the job training to familiarize them with the operation, maintenance and repair of large and complex municipal facilities. This class differs from Property Maintenance Worker II in that the latter is the fully experienced level class in which incumbents are expected to perform the full range of municipal facility maintenance and repair work with very limited supervision.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Performs various semi-skilled tasks related to the routine operation and maintenance of heating and air conditioning equipment, and minor plumbing, electrical, carpentry, painting and general maintenance work.

Operates and makes minor repairs to electronic and motorized doors, boilers, pumps, and fans.

May act as a helper to employees of higher skill or to craft workers (including painters) in the installation, renovation, repair, or minor construction of a variety of municipal facilities.

Assembles, disassembles, arranges, moves and performs maintenance on office furnishings and equipment.

Maintains records of maintenance and repairs performed on equipment and buildings.

Operates various tools and shop and automotive equipment in the performance of maintenance and repair work.

May be required to work in high places and from ladders.

May perform minor emergency roofing repairs.

Performs related duties as required.

Knowledge, Abilities and Skills

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Knowledge of the methods, tools and equipment used in building maintenance and repair work.

Knowledge of safe work practices.

Some knowledge of the operation and minor maintenance of heating and cooling systems.

Ability to maintain records of maintenance and repairs performed on buildings and equipment.

Ability to perform minor carpentry, painting and construction work.

Ability to install, maintain, and repair plumbing, irrigation and drainage systems.

Ability to assemble, disassemble, arrange, move and perform maintenance on modular office furnishings.

Ability to diagnose problems and make minor repairs as needed.

Ability to work from high places and from ladders.

Ability to work from sketches, diagrams and blueprints.

Ability to communicate effectively and to understand and follow oral and written instructions.

Ability to perform basic mathematic calculations.

Ability to establish and maintain effective working relationships with supervisors and fellow employees.

Ability to deal with the public in a courteous, cooperative manner.

Skill in the use of hand and power tools common to building maintenance, carpentry, and related work.

Minimum Qualifications

One year of experience in building maintenance and repair, including electrical, plumbing, mechanical, painting and/or carpentry.

A Property Maintenance Worker I may be promoted to Property Maintenance Worker II after one year of experience and upon the recommendation of the appointing authority.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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